

Thesis Rules and Regulation 2017-2018

Article 1 Applicability

- 1.1 This Regulation applies to all students who start writing their thesis in order to complete the LLM programmes Criminal Law and Criminology, Global Criminal Law, European Law, European Economic Law, International and Comparative Private Law, International Commercial Law, International Economic and Business Law, International Business Law, International and European Law, Energy and Climate Law, Public International Law, International Human Rights Law or International Law and the Law of International Organizations.
- 1.2 The following articles are applicable to small theses/papers:
 - Article 2.1 and 2.2,
 - Article 5.1,
 - Article 7.5, 7.6 and 7.7,
 - Article 8.1,
 - Article 9.1, 9.2, 9.4, and 9.7,
 - And Article 10

Article 2 Thesis coordinator / thesis supervisor

- 2.1 Every LLM programme has its own thesis coordinator. This is the Academic Director of that programme or another member of the academic staff so appointed. The thesis coordinator assesses, after a preliminary discussion of the subjects with the student, the suitability of the subject.
- 2.2 After approval of the subject, the thesis coordinator appoints a thesis supervisor under whose supervision the student will write the thesis. If the subject of the thesis is a crossover of two fields of law and/or interdisciplinary, a second supervisor whom is an expert in the other field of law or other discipline, will be appointed.
- 2.3 In situations as mentioned in Article 1.1 the thesis coordinator appoints an examiner as second assessor.
- 2.4 The Faculty Board appoints a general thesis coordinator. S/he is in charge of informing students and the coordination of the Faculty's thesis policy.

Article 3 Aim

In the thesis, the student should show that he has thorough academic command and skills in order to:

- formulate a scientific question in the legal field;
- set up a research in a responsible scientific manner;
- assemble, classify, analyse, correlate and assess scientifically respectable the relevant data;
- draw relevant conclusions on the basis of the conducted research and to formulate defensible solutions;
- reproduce the research, the conclusions and solutions in a clear and orderly manner.

Article 4 Study load

- 4.1 The study load for the thesis of each degree programmes is arranged for in the Teaching and Examination Regulation of the respective programmes.

- 4.2 If a student writes more than one Master's thesis to conclude more than one programmes, the student needs to fulfil the learning outcomes of both programmes separately. An approved Master's thesis for one programme cannot lead to an exemption to write a Master's thesis in a different programme.

Article 5 Approval subjects

The subject of the thesis should be connected to the programme in which the student will graduate.

Article 6 Thesis preparation process

- 6.1 In preparation of writing a thesis the Faculty offers a thesis preparation process, which includes a thesis class and a library instruction.
- 6.2 The student is obliged to participate in both the library instruction and the thesis class, before a subject can be approved.
- 6.3 The subject of the thesis will be filed for approval, at least six months before the thesis is intended to be completed, with the thesis coordinator of the programme.
- 6.4 After approval of the subject and after a supervisor has been assigned, the student registers in Progress for the Thesis supervision page of the assigned supervisor.

Article 7 Supervision

- 7.1 The student is obliged to make an outline (including time path) and send this for approval to the supervisor. This outline needs to fulfil the requirements as set out in the Thesis Guidelines.
- 7.2 The student is obliged to post the approved outline on Nestor immediately after approval. The student can participate in a tracking system. In some cases, the supervisor can oblige a student to participate in this system. Student and supervisor can make arrangements about:
- the frequency of the supervision (meetings);
 - the possibility of multiple interim (partial) conceptual texts;
 - way and date of handing in the interim (partial) conceptual texts;
 - expected periods of absence of the supervisor(s);
 - date of handing in the final version;
 - the number of copies of the final version that should be handed in;
 - the way in which at least the final version of the thesis will be offered to the supervisor digitally, so it can be checked for plagiarism.
- 7.3 If a student wishes to deviate from the approved outline and/or time path, he/she should inform the supervisor about this immediately and accordingly further arrangements will be made.
- 7.4 If the supervisor(s) wish(es) to deviate from the approved schedule, this will be discussed with the student as soon as possible and accordingly further arrangements will be made.
- 7.5 Students have the right to hand in a (partial) conceptual text at least one time and to discuss this with the supervisor.
- 7.6
- a. If (partial) conceptual texts are handed in according to the schedule agreed upon by both parties, the supervisor assesses the (partial) conceptual texts as soon as possible, but at least within fifteen working days after submission, unless the supervisor and the student have made other arrangements about this.
 - b. If (partial) conceptual texts are not handed in according to the schedule agreed upon by both parties, the supervisor assesses the (partial) conceptual texts as soon as

possible, but at least within twenty working days after submission, unless the supervisor and the student have made other arrangements about this.

- 7.7 The student processes the criticism and comments of the supervisor concerning the (partial) conceptual text in the final version.
- 7.8 The deadline for handing in the first draft of the full thesis is the 15th of June each year.

Article 8 Volume

- 8.1 The thesis volume is linked to the study load¹:
- 3 ECTS (84 hours): 2,500-3,000 words
 - 4 ECTS (112 hours): 3,000-3,500 words
 - 10 ECTS (280 hours): 8,000-9,000 words
 - 18 ECTS (504 hours): 15,000-17,000 words.
- The maximum number of words can only be exceeded in consultation with the thesis supervisor.
- 8.2 The volume of the thesis for Criminal Law and Criminology, Global Criminal Law, European Law, European Market Law, International and Comparative Private Law, International Commercial Law, International Economic and Business Law, International Business Law, International and European Law, Energy and Climate Law, Public International Law, International Human Rights Law or International Law and the Law of International Organizations should, excluding tables, list of literature and enclosures, be 15,000 till 17,000 words in the prescribed lay-out (check the Thesis Guidelines for this).

Article 9 Assessment

- 9.1 After determining the final version of the thesis, the thesis supervisor assesses on a provisional basis whether or not the thesis meets the minimum requirements as mentioned in article 9.2.
- After that determination, the thesis supervisor is responsible for a digital check of plagiarism. When no plagiarism is determined, the thesis will be handed over to a second supervisor for assessment.
- 9.2 The minimum requirements for a thesis are:
- contents (plagiarism, balance between own ideas and used materials);
 - reasoning (critical-referencing with an own opinion);
 - volume (article 8);
 - referencing of sources (according to the Thesis Guidelines);
 - clear and correct use of language;
 - form and lay-out (according to the Thesis Guidelines).
- 9.3 The thesis supervisor and second assessor shall, as soon as possible, but at the latest within 20 working days after the final version of the thesis has been handed in at the agreed time, award a grade to the thesis in mutual consent.
- 9.4 If the final version of the thesis is handed in at a different time than agreed upon, the thesis supervisor and second assessor shall, as soon as possible, but at the latest within 25 working days after the final version of the thesis has been handed in, award a grade to the thesis in mutual consent.
- 9.5 The grade is determined by the following criteria:
- Definition of the problem and research methodology;

¹ As an indication: a page generally holds about 450-500 words.

- Structure and composition;
 - Correct use of language;
 - Contents;
 - Reasoning;
 - Command of (specific) research skills;
 - Originality of the research;
 - Independence in doing research.
- 9.6 The thesis supervisor and second assessor have to make clear how they reached the grade given, considering the criteria mentioned in Article 9.5.
- 9.7 The thesis supervisor and second assessor indicate on the digital thesis assessment form based on the criteria mentioned in Article 9.5 how the grade came about. The uploading of a digital copy of the final version of thesis by the thesis supervisor is part of the digital thesis assessment form.
- 9.8 The Faculty Board can determine that an oral defence of the thesis is part of the thesis assessment.
- 9.9 The supervisor will send the grade to the Teaching and Examination Administration. If the thesis was supervised by two thesis supervisors, both supervisors need to sign the result slip on which the result is indicated. The result slip will also be signed by the second assessor. A thesis supervisor cannot co-sign on behalf a possible second supervisor or on behalf of a second assessor.

Article 10 Informal objection procedure

If a student does not agree with the awarded grade, he/she can ask the supervisor to reconsider the grade. The supervisor(s) and the second assessor, insofar they have been appointed based on Article 2.3, can decide to ask another lecturer to help them decide.

Article 11 Number of copies to be handed in

The student is obliged to hand in a minimum of one paper copy of the approved thesis with his/her supervisor and one electronic copy of the approved thesis.

Article 12 Storage period

The digital version of the Master's thesis will be stored according to a procedure approved by the Faculty Board for a period of at least 7 years.

Article 13 Board of Examiners

The Board of Examiners exclusively can deviate from all arranged for in the above-stated Articles, at the written request of the student.

This regulation shall take effect on 1 September 2017.